

## RENTAL RATES FOR 2023 EVENTS

The Roundhouse and associated historic structures at the Baltimore and Ohio Railroad Martinsburg Shops are available for rent for a wide array of public and private events. Rates DO NOT include Event Security Services or Event Insurance.\*\*

### WEST ROUNDHOUSE

Seating Capacity: 500  
 Square Footage: 23,000 sf  
 Climate Control: N/A  
 Tables/Chairs: Available  
 Flooring Surface: Industrial/Concrete

Half-Day (4-Hour)***	\$750.00
One-Day Rental	\$1,000.00
Two-Day Rental	\$1,800.00
Three-Day Rental	\$2,500.00
Four Days or More per Month	\$3,000.00
Eight Days or More per Year	\$6,000.00
Additional Day	\$950.00

### FROG & SWITCH-BLACKSMITH SHOP

Seating Capacity: 600  
 Square Footage: 25,000 sf  
 Climate Control: N/A  
 Tables/Chairs: Available  
 Flooring Surface: Gravel (fine)

Minimum Fee (4-Hour)***	\$600.00
Minimum Fee (per day)	\$900.00
Two-Day Rental	\$1,600.00
Three-Day Rental	\$2,500.00
Four Days or More per Month	\$3,000.00
Eight Days or More per Year	\$6,000.00
Additional Day	\$850

### BRIDGE & MACHINE SHOP (First Floor Only)

Seating Capacity: 600  
 Square Footage: 10,000 sf  
 Climate Control: N/A  
 Tables/Chairs: Available  
 Flooring Surface: Gravel (course)

Minimum Fee (4-Hour)***	\$600.00
Minimum Fee (per Day)	\$900.00
Two-Day Rental	\$1,600.00
Three-Day Rental	\$2,500.00
Four Days or More per Month	\$3,000.00
Eight Days or More per Year	\$6,000.00
Additional Day	\$850

### TWO-BUILDING PACKAGE

Minimum Fee (per day)	\$1,600
Two-Day Rental	\$2,400
Three-Day Rental	\$3,800
Four Days or More per Month	\$4,700
Eight Days or More per Year	\$9,500
Additional Day	\$1,300

### ALL BUILDINGS & GROUNDS

Minimum Fee (per day)	\$3,000
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Two-Day Rental	\$4,500
Three-Day Rental	\$7,000
Four Days or More per Month	\$8,500
Eight Days or More per Year	\$15,000
Additional Day	\$2,000

**\*\*Rates are applied to total length of occupancy, including time reserved for pre-event setup and post-event cleanup.**

**\*\*\*Use exceeding Four-Hour rental will be charged One-Day Rental.**

**AFTER HOURS RENTALS (11 p.m. – 8 a.m.) \$300 per hour (4-hour minimum)**

**PHOTOGRAPHY/VIDEOGRAPHY (ON-SITE)**

Minimum Fee (One Hour)	\$100
Second (and Subsequent) Hour	\$50

**FURNISHINGS**

Chairs (per chair)	\$1.75
Tables (per table)	
--Round (60-inch)	\$7.50
--Rectangle (72-inch)	\$5.00

**NONPROFIT DISCOUNT**

Nonprofit (501(c)(3) Organizations	25%
History/Heritage Education Events	Donation Requested

**PENALTY/OVERTIME CHARGES**

Overtime (Daytime Events after 11 p.m.)	\$300 per hour
Returned/Bounced Check Charge	\$100

**HEALTH DEPARTMENT & FIRE MARSHAL COMPLIANCE**

- Mass Gathering Permit from Berkeley County Health Department is required for groups of 500+ people.
- Building Conditions Require Doors to Be Open During Building Use to Comply with Fire Safety Code
- Buildings are NOT equipped with HVAC systems
- Temporary climate control equipment is allowable upon inspection
- Health Department Permits Required for Public Events

**TECHNICAL & STAGE SERVICES**

Special audio needs or technical services, including but not limited to; fog machines, lighting gels, projectionists, stage extensions, etc., will be subject to separate negotiations and fees.

**Rates may be adjusted at the discretion of the Berkeley County Roundhouse Authority and are subject to change without notice.**